

**CERTIFIED CONCRETE  
TECHNICIAN PROGRAM**

**PROCEDURES and POLICIES  
MANUAL**

**JANUARY, 2000**

**INDOT  
CERTIFIED CONCRETE TECHNICIAN PROGRAM**

**Objectives**

The Indiana Department of Transportation (INDOT) has established a Quality Control/Quality Assurance (QC/QA) program for Superstructure Concrete for the purpose of properly assigning responsibilities on the projects and overall improving the quality of bridges. The Superstructure QC/QA specifications require that a Certified Concrete Technician supervise all sampling and testing for process control.

The principal objective of the Certified Concrete Technician Program is to provide the necessary training to project personnel so that they may administer the Quality Control requirements of QC/QA specifications. Knowledge of mix design, plants, materials, and transportation and placement of the concrete are provided to enhance the technician's ability to interpret test results obtained during production.

**Administration**

The program is administered by INDOT and Purdue University. Specific duties of each agency include:

Purdue University

1. Registration of Students
2. Manual Printing
3. Distribution of Funds
4. Monitoring the Examination
5. Grading the Examination
6. Certificates
7. Continuing Education Units
8. Miscellaneous Administrative Tasks

INDOT

1. Course Announcement
2. Writing and Maintenance of the Training Manual
3. Notification to Students of Examination Results
4. Mailing Certificates
5. Maintenance of Certified Concrete Technician List
6. Retesting
7. Recertification

## **Program Committee**

The Program Committee acts as the steering committee which establishes the needs for the certification program and provides technical assistance for course materials and examinations. The committee is composed of the following members:

- 4 Representatives of INDOT
- 1 Representative of Purdue University
- 1 Representative of Indiana Constructors Inc.
- 1 Representative of Consulting Engineers of Indiana Inc.
- 1 Representative of Indiana Ready Mixed Concrete Association

## **Certification Committee**

The Certification Committee is responsible for revocation or suspension of certifications for technicians. Their tasks will include reviewing the violations of standard policies, rendering judgement of the seriousness of the violation, and hearing any subsequent appeal. The committee is composed of the following members:

- Chief, INDOT Materials and Tests
- 1 Representative of Purdue University
- 1 Representative of Indiana Constructors Inc.

## **Prerequisite**

Participants in the course will be required to be currently qualified as ACI certified concrete field testing technicians, grade I. Proof of this qualification shall be submitted with the course registration form.

## **Certification Requirements**

A technician is required to pass a written examination to become certified. The examination will be given at the completion of the training course. The technician may take the examination without attending the training course; however, failure to pass both parts of the examination will require the technician to attend the training course and pass the examination to become certified. Technicians only taking the examination are required to be currently qualified as ACI certified concrete field testing technicians, grade I.

## **Examinations**

The examination time is limited to a maximum duration of four hours and will be "open book and notes." There will be two parts to the examination. Part I will consist of true/false, multiple choice and fill in the blank questions, and Part II will consist of word problems. A minimum score of 70 percent is required on each part to pass the examination.

A technician that has attended the training course and failed the examination will be allowed one retake. Only the part(s) failed will be required to be retaken. A duration of 1 ½ hours for Part I and 2 ½ hours for Part II will be allowed. The examination will be "open book and notes" and consist of a format similar to the original examination. The retake will be given at the INDOT Materials and Tests Division within 30 days of notification of the technician's results of the original examination. A minimum score of 70 percent on each part of the retake is required to pass the examination. Technicians failing either part of the retake will be required to attend the training course and pass the examination to become certified.

The examinations will be retained by Purdue University for a period of one year after such time the examinations will be destroyed. Technicians may review their examinations in the presence of an INDOT representative within one year of the examination date.

## **Fees**

The fee for attending the training course and taking the examination will be \$450. This cost will include a training manual, all course materials, refreshments, and four lunches. The cost of taking the examination only will be \$50.

The refund policy for course fees will consist of the following:

1. An administration fee of \$100 will be charged for cancellation by the technician within 7 days of the course.
2. No attendance of the course will result in no refund of fees.
3. Unforeseen emergencies during the course or certification examination will result in no refund of fees; however the technician will be allowed to retake the course or examination, whichever is applicable, at a later date.

## **Cancellation Policy**

If a scheduled course is cancelled because of insufficient class size, the technicians will be notified 1 week prior to the start of the course. The technicians will be reimbursed the course cost or allowed to transfer the fee for the next available course, if a course is available within the same year. The technicians will be allowed to take the examination and have one retake, if required.

## **Continuing Education Units**

Four continuing education units will be awarded to technicians who successfully complete the training course and pass the examination. Purdue University will maintain the necessary files for each technician who requests that the continuing education units be recorded.

## **Recertification**

The certification will be valid for three years as determined from the date of initial issuance. If the technician does not renew the certification, the certification will expire. If the technician does not renew the certification the next year, attendance at the training course and subsequent passing of the examination is required to become certified.

The certified technician shall be responsible for applying for certification renewal and for maintaining a current address on file with Purdue University.

The technician will be required to pass a recertification examination to become recertified. The examination will be "open book and notes" and the examination time will be limited to a maximum duration of 2 ½ hours. The examination will consist of word problems and a minimum score of 70 percent will be required to pass the examination. One retake of the recertification examination will be allowed. A voluntary refresher course will be offered prior to the recertification examination.

## **Revocation or Suspension of Certification**

Certifications awarded may be revoked or suspended at any time by the Certification Committee for just cause. Proposed revocations will be sent to the technician in writing along with an explanation of the technician's right to appeal the proposed revocation. The technician will be allowed 60 days from the date of the notification to respond by letter of explanation to the Certification Committee. The proposed revocation is effective upon receipt of notification and will be affirmed, modified, or vacated following any appeal. The reasons that technicians will be subject to revocation or suspension of their certification include:

1. Submittal of false information on certification applications
2. Cheating on recertification examinations
3. Falsification of quality control test results and/or records
4. Failure to pass the recertification examination
5. Failure to pay the recertification refresher course or examination fees

The Certification Committee may decide to suspend or revoke the certification depending upon the seriousness of the violation. Violations deemed as unintentional will result in a penalty of a letter of reprimand to the technician and the technician's employer. Subsequent violations will result in a period of suspension of certification for a designated period as determined by the Certification Committee. The certification will return to good standing again after the period of suspension expires.

Intentional deviations will result in a one year suspension of the certification. Subsequent violations will result in permanent revocation of the certification. If the technician wishes to become recertified after the period of suspension, the technician will be required to take the training course and pass the examination to become certified.